



SECDEL BAYINST 5330.1

DEC 19 2007

SECTOR DELAWARE BAY INSTRUCTION 5330.1

Subj: SECTOR DELAWARE BAY PREVENTION/RESPONSE COMBINED ENLISTED WORKFORCE

1. **PURPOSE.** This instruction establishes a Combined Enlisted Workforce (CEW) for the Prevention and Response Departments of Sector Delaware Bay and provides direction for implementing the CEW.
2. **ACTION.** The Chief of the Response Department and Chief of the Prevention Department shall ensure compliance with this instruction.
3. **DIRECTIVES AFFECTED.** None.
4. **DISCUSSION.** The primary goal of the CEW is to build and maintain a cadre of well qualified petty officers to sustain maximum readiness to ensure execution of statutorily mandated Coast Guard missions and programs within Marine Safety and Security, Marine Environmental Protection, and Waterways Management. A secondary goal is to provide the knowledge and experience necessary for each petty officer to achieve their personal goals, and ensure they are well-prepared for advancement. The CEW is primarily comprised of all petty officers (E4 – E6) assigned to the Prevention Department and the Response Department's Incident Management Division. This includes the Port State Control (PSC) branch, the Facilities & Containers (F&C) branch, the Waterways Management (WWM) branch, and the Marine All Hazards Response (MAHR) branch. Additionally, on an "as needed" basis, the CEW will supply personnel to the Command Center's Situational Unit Coordinator (SUC) position, and, ensure a sufficient pool of qualified Boarding Team Members are available to support MARSEC level changes.
5. **ACTION.** On a day-to-day basis, the CEW shall be managed by the chief petty officers (CPOs) of PSC, F&C, and MAHR, who will ensure daily missions are completed and cross training is accomplished. Work teams will be integrated with members from each primary branch or division as appropriate, and will typically consist of at least 3 members. Work team make-up will differ each day depending on available work as well as mission specific needs and tasking. For the purpose of this instruction, the senior CPO will assume the responsibility of ensuring the WWM petty officer is included as appropriate.

The CPOs are responsible for the professional development of the petty officers. The CPOs shall ensure each petty officer maintains an updated Individual Development Plan (IDP) that clearly articulates each petty officer's professional goals. The CPOs shall meet each May to conduct a thorough review of the Sector's overall readiness as it pertains to petty officer qualifications and our ability to meet mandated missions. Based on this review, a plan of

action shall be developed to improve/maintain readiness, taking each petty officer's IDP into account. To address unforeseen circumstances, additional reviews may be required as necessary. Prior to implementing the plan of action, it must be approved by the Prevention and Response Department Heads.

Each branch's CPO will identify a leading petty officer (LPO). The LPOs shall meet daily (either early in the morning or the night before) to develop a daily work plan to ensure all scheduled work is accomplished as required. The LPOs shall ensure the WWM petty officer is included as appropriate. All on-going pollution incidents, federal projects, scheduled facility, container and vessel inspections, and waterways projects should be included in the work plan. Additionally, each day the LPOs shall identify petty officers within their respective branches (including Waterways) that are available to dispatch as part of a team for response to incidents and/or cross training. Examples of cross training follow:

Example 1: Port State Control Branch has a scheduled boarding. The LPOs of the Marine All Hazards, Facility/Container, and Waterways branches offer up the names of selected members who can participate in the boarding. The selected members will meet with the lead Port State Control boarding officer for further information.

Example 2: The Facility /Container Branch has a scheduled facility inspection. The LPOs of the Marine All Hazards, Port State Control, and Waterways branches offer up the names of selected members who can participate in the inspection. The selected members will meet with the lead Facility Inspector for further information.

Example 3: The MAHR Branch has a pollution investigation follow up at a facility. The LPOs of the Facility/Containers, Port State Control, and Waterways branches offer up the names of selected members who can participate in the pollution investigation. The selected members will meet with the lead Pollution Investigator for further information.

6. REQUIREMENTS.

- a. All petty officers are expected to participate in another branch's mission, upon assignment to the branch, at least once during the work week based upon current operations and training opportunities. Members shall maintain an attitude of flexibility and adaptability to meet the daily mission assignments.
- b. All petty officers are expected to obtain another qualification, other than those in their own branches, within a year after completing their basic branch qualifications. Timelines for completion of the basic branch qualifications shall be determined by the respective branches and in no case shall exceed six months per qualification. The basic branch qualifications are:

MAHR: Pollution Investigator (ED), and Federal On-Scene Coordinator (ET)
F/C: Facility Inspector (EU), and Container Inspector (EC)
PSC: Port State Control Examiner (PSCE), Foreign Freight Vessel Examiner (FFVE), and Assistant Maritime Security Inspector Foreign Vessel (SFVA)

- c. Members of the CEW shall follow their assigned Chain of Command for personnel issues, leave, and special requests. The LPOs shall be made aware of all personnel issues prior to assigning personnel to other branches each day. Members shall follow the integrated Response/Prevention Duty Schedule. Members shall stand duty on a rotational basis. Duration of duty shall be one week commencing on Thursdays at 0745.
 - d. Training shall be conducted in accordance with the integrated Response/Prevention Training Schedule. Training is generally held during the first three weeks of the month, on Tuesdays and Thursdays commencing at 0745. The chief petty officers of the respected branches shall submit the training subjects to the Training Schedule Coordinator. Division Chiefs and CEW CPOs shall meet each quarter to determine training topic emphasis for the upcoming quarter. The last week of each month should be reserved for Ports and Waterways Coastal Security Branch Boarding Team Member training.
7. **CONCLUSION**. The goal of the CEW concept is to produce a well-rounded, knowledgeable, competent, flexible and adaptable workforce, capable of multifunction missions on a daily basis.

A handwritten signature in black ink, appearing to read 'D. L. Scott', with a long horizontal flourish extending to the right.

D. L. SCOTT
Sector Commander